



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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JAMES V. PERDUE  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION**  
**EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Advocate II **NUMBER:** 17-03

**JOB CODE:** Q7000 **DATE:** 03/10/2017

**SALARY RANGE:** 73 (\$37,389.60 - \$56,685.60) **PCQ#:** 8813232

**JOB LOCATION:** **Advocacy Service Area I – Decatur, AL**  
An office will be maintained in the Decatur Area. Services will be provided to individuals receiving mental health, intellectual disability, and/or substance abuse services in community programs certified by the ADMH in the **15 county region** of Advocacy's Service Area I (Counties include: Lauderdale, Colbert, Lawrence, Morgan, Jackson, Marshall, Calhoun, Dekalb, Cherokee, Franklin, Limestone, Madison, Cullman, Etowah, and Cleburne).

**MINIMUM QUALIFICATIONS:** Bachelor's degree in one of the social or behavioral sciences, special education, nursing, criminal justice, or related field, plus (36 months or more) paid experience in disability advocacy work. Experience as an individual with serious mental illness, intellectual disability or substance use disorder, or family member/caretaker of an individual with serious mental illness, intellectual disability or substance use disorder may be substituted for degree requirements on a year for year basis. **(This experience must be in addition to the three-year work experience requirements as stated above.)**

**NECESSARY SPECIAL REQUIREMENTS:** Must demonstrate knowledge and experience in using a personal computer and related software programs. Must have a valid driver's license to operate a vehicle in the State of Alabama. Frequent daytime travel with some overnight travel is required.

**KIND OF WORK:** This is responsible and highly confidential work serving as an Advocate for persons served in community programs certified by or contracting with the ADMH. Work involves conducting investigations of alleged rights violations; participating in ADMH certification reviews of rights standards; conducting periodic monitoring of rights issues; preparing comprehensive reports of rights investigations, monitoring, and standards compliance reviews; resolving issues pertaining to rights; providing rights education and training programs for individuals receiving services, service providers, and others; and providing technical assistance to Advocacy Advisory Boards/Committees.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Applicant must have demonstrated effectiveness in advocating for persons with serious mental illness, intellectual disabilities, and/or substance use disorders; demonstrated understanding and appreciation of rights issues and concerns; good interpersonal skills and the ability to work with culturally diverse groups of people including individuals being served, their families, professionals, etc; effective communication skills both oral and written; knowledge and understanding of ADMH services as well as other health and human/social services which impact the lives of persons with serious mental illness, intellectual disability, and/or substance use disorder; a proven ability to make public presentations in an effective and articulate manner; proven ability to mediate opposing viewpoints and guide equitable solutions pursuant to the individual's best interest; and the ability to work with minimal supervision.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. ***Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.***

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: April 7, 2017**